



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Student Affairs

Division: Missouri State University

Sub-Section:

TITLE: Annual Reports

CUTOFF: EOSFY

DESCRIPTION: Annual Reports

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 17487

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987

TITLE: Application Fee Deposit Lists

CUTOFF:

DESCRIPTION: Application Fee Deposit Lists

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17460

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987

TITLE: Bookstore - receiving and shipping log

CUTOFF:

DESCRIPTION: Bookstore - receiving and shipping log

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17479

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Student Affairs

Division: Missouri State University

Sub-Section:

TITLE: Career Services - placement credentials for non-teaching candidates
(reference statements, personal data, academic record)

CUTOFF:

DESCRIPTION: Career Services - placement credentials for non-teaching candidates
(reference statements, personal data, academic record)

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17481

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987

TITLE: Career Services - placement credentials for teaching candidates (reference
statements, personal data, academic record)

CUTOFF:

DESCRIPTION: Career Services - placement credentials for teaching candidates
(reference statements, personal data, academic record)

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17480

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987

TITLE: Concert Files

CUTOFF:

DESCRIPTION: Concert Files

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17491

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Student Affairs

Division: Missouri State University

Sub-Section:

TITLE: Counseling and Testing Center - client files, consultations, and crisis reports

CUTOFF:

DESCRIPTION: Counseling and Testing Center - client files, consultations, and crisis reports

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17482

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987

TITLE: Counseling and Testing Center - clinician weekly schedules/reports

CUTOFF:

DESCRIPTION: Counseling and Testing Center - clinician weekly schedules/reports

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17483

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987

TITLE: Department of Veterans Affairs Work Study Program Records

CUTOFF:

DESCRIPTION: Department of Veterans Affairs Work Study Program Records

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17475

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Student Affairs

Division: Missouri State University

Sub-Section:

TITLE: Federal and State Rules and Regulations Regarding Financial Aid and Veterans Benefits Programs

CUTOFF: EOFFY

DESCRIPTION: Federal and State Rules and Regulations Regarding Financial Aid and Veterans Benefits Programs

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 18970

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987

TITLE: Financial Aid Folder - total record of students' financial aid at SMSU

CUTOFF:

DESCRIPTION: Financial Aid Folder - total record of students' financial aid at SMSU

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17464

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987

TITLE: Housing Deposit Lists - receipts, refunds, and forfeitures

CUTOFF:

DESCRIPTION: Housing Deposit Lists - receipts, refunds, and forfeitures

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17495

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Student Affairs

Division: Missouri State University

Sub-Section:

TITLE: I-9 Forms - INS forms for proof of citizenship

CUTOFF:

DESCRIPTION: I-9 Forms - INS forms for proof of citizenship

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17470

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987

TITLE: Institutional and Program Eligibility Documents - program participation agreement, certification, letters of eligibility

CUTOFF: EOSFY

DESCRIPTION: Institutional and Program Eligibility Documents - program participation agreement, certification, letters of eligibility

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 17465

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987

TITLE: Institutional Testing Records

CUTOFF: EOSFY

DESCRIPTION: Institutional Testing Records

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 17490

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Student Affairs

Division: Missouri State University

Sub-Section:

TITLE: Job Listings - all job openings posted through Student Employment Services with students referred and hired

CUTOFF:

DESCRIPTION: Job Listings - all job openings posted through Student Employment Services with students referred and hired

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17468

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987

TITLE: Orientation Files

CUTOFF:

DESCRIPTION: Orientation Files

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17488

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987

TITLE: Reservation Records

CUTOFF:

DESCRIPTION: Reservation Records

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17492

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Student Affairs

Division: Missouri State University

Sub-Section:

TITLE: Room Assignment Cards

CUTOFF:

DESCRIPTION: Room Assignment Cards

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17498

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987

TITLE: Student Clearance Forms - clearance for budget workers

CUTOFF:

DESCRIPTION: Student Clearance Forms - clearance for budget workers

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17469

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987

TITLE: Student Disciplinary Records Discretionary, Residence Hall Suspension

CUTOFF:

DESCRIPTION: Discretionary, Residence Hall Suspension

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18559

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Student Affairs

Division: Missouri State University

Sub-Section:

TITLE: Student Disciplinary Records Level II Probation, Level III Probation, Denial of Privilege to Re-enroll

CUTOFF:

DESCRIPTION: Level II Probation, Level III Probation, Denial of Privilege to Re-enroll

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18561

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987

TITLE: Student Disciplinary Records Resident Hall Expulsion, Suspension, Dismissal

CUTOFF: EOSFY

DESCRIPTION: Resident Hall Expulsion, Suspension, Dismissal

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 18562

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987

TITLE: Student Disciplinary Records Warning, Loss of Privileges, Fines, Restitution, and Level I Probation

CUTOFF:

DESCRIPTION: Warning, Loss of Privileges, Fines, Restitution, and Level I Probation

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18560

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Student Affairs

Division: Missouri State University

Sub-Section:

TITLE: Student File Cards/Applications - student employment

CUTOFF:

DESCRIPTION: Student File Cards/Applications - student employment

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17467

SERIES STATUS: Approved

APPROVAL DATE:

2/23/1987

TITLE: Student Organization Files

CUTOFF:

DESCRIPTION: Student Organization Files

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17489

SERIES STATUS: Approved

APPROVAL DATE:

2/23/1987

TITLE: Taylor Health and Wellness - patient medical, lab, x-ray and financial records

CUTOFF: EOSFY

DESCRIPTION: Taylor Health and Wellness - patient medical, lab, x-ray and financial records

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 17478

SERIES STATUS: Approved

APPROVAL DATE:

2/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Student Affairs

Division: Missouri State University

Sub-Section:

TITLE: Telephone Service Contract

CUTOFF:

DESCRIPTION: Telephone Service Contract

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17497

SERIES STATUS: Approved

APPROVAL DATE:

2/23/1987

TITLE: Third-Party Payee Records - including vocational rehabilitation, billed scholarships, Job Training Partnership Act (JTPA), Training and Rehabilitation Act (TRA), MOSTARS, etc.

CUTOFF:

DESCRIPTION: Third-Party Payee Records - including vocational rehabilitation, billed scholarships, Job Training Partnership Act (JTPA), Training and Rehabilitation Act (TRA), MOSTARS, etc.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17466

SERIES STATUS: Approved

APPROVAL DATE:

2/23/1987

TITLE: Veterans Education Outreach Program (VEOP) - includes grant application, awards, proposed budget, all expenditures and correspondence

CUTOFF:

DESCRIPTION: Veterans Education Outreach Program (VEOP) - includes grant application, awards, proposed budget, all expenditures and correspondence

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17474

SERIES STATUS: Approved

APPROVAL DATE:

2/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Student Affairs

Division: Missouri State University

Sub-Section:

TITLE: Work Study Referral Forms (copies) - contract request forms

CUTOFF:

DESCRIPTION: Work Study Referral Forms (copies) - contract request forms

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17471

SERIES STATUS: Approved

APPROVAL DATE: 2/23/1987
